

Clerk's Name: _____ Date: _____

Address: _____

Phone Number: _____

Preceptor's Name: _____

LAW CLERK SCHEDULE

The following items are to be considered minimum requirements for each law clerk, to be completed during the five months' clerkship and prior to admission to the Bar, whether that clerkship as provided by Supreme Court Rule 52 (a) (8) is performed during or after the conclusion of law school. Responsibility for scheduling rests on the clerk; making these arrangements is regarded as an important part of the clerkship training. It is expected that it will involve visits by the clerks to each of the courts, and a review of the court calendars so as to select the most interesting and instructive occasions for visits.

<u>DATE SCHEDULED</u>	<u>ASSIGNMENT</u>	<u>DATE COMPLETED</u>
1. _____	Attendance at one complete civil trial in a Justice of the Peace Court.	_____
2. _____	One half-day visit to Family Court, including attendance at trials if permitted by the sitting judge.	_____
3. _____	Review of the Rules of Family Court.	_____
4. _____	Attendance at an uncontested divorce hearing in Family Court.	_____
5. _____	Attendance at (or audit of a tape recording of) one civil trial in Court of Common Pleas. (Warning: These cases often settle at the last minute. Therefore, you should begin your efforts to meet this requirement early in your clerkship).	_____

DATE SCHEDULED

ASSIGNMENT

DATE COMPLETED

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| 6. _____ | Attendance at one criminal trial in the Court of Common Pleas. | _____ |
| 7. _____ | Attendance at one arbitration hearing conducted under Rule 16 of the Rules of Civil Procedure of the Superior Court. | _____ |
| 8. _____ | Attendance at one session of arraignments in Superior Court. | _____ |
| 9. _____ | Attendance at one session of sentencing in Superior Court. | _____ |
| 10. _____ | Attendance at one selection of a jury in Superior Court. | _____ |
| 11. _____ | Attendance at a criminal trial in Superior Court. | _____ |
| 12. _____ | Attendance at a pre-trial conference in District Court, Court of Chancery or Superior Court. | _____ |
| 13. _____ | Participation in the preparation of papers relating to an actual or mock motion in the Superior Court, and attendance at presentation of a Superior Court motion after study of the applicable motion papers and a review of the principal authorities relied upon by the parties. | _____ |
| 14. _____ | Attendance at a civil jury trial in Superior Court. | _____ |
| 15. _____ | Attendance at a trial or hearing in the Court of Chancery. | _____ |
| 16. _____ | Review of record of a case which has been tried and appealed. | _____ |

DATE SCHEDULED

ASSIGNMENT

DATE COMPLETED

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| 17. _____ | Participation in preparation of papers relating to perfecting an actual or mock appeal to the Delaware Supreme Court, including designation of the record on appeal, or preparation of papers relating to a certification of a question of law or interlocutory appeal to the Supreme Court, including designation of the record on appeal. | _____ |
| 18. _____ | Attendance at (or audit of a tape recording of) an argument in the Supreme Court after a study of applicable briefs, and a review of some of the principal authorities relied on. | _____ |
| 19. _____ | Attendance at a civil or criminal trial in the District Court. | _____ |
| 20. _____ | Attendance at one Sheriff's Sale. | _____ |
| 21. _____ | Attendance at one interview of a client, witness or litigant with a matter. | _____ |
| 22. _____ | Preparation of papers relating to commencement of actual or mock lawsuit including complaint, praecipe, and instruction to Sheriff. | _____ |
| 23. _____ | Preparation of three memoranda of law. | _____ |
| 24. _____ | Attendance at one deposition. | _____ |
| 25. _____ | Preparation of one draft will and/or trust instrument or review and digest of three recently probated wills with the Register of Wills. | _____ |

DATE SCHEDULED

ASSIGNMENT

DATE COMPLETED

26. _____ Participation in administra-
tion of one estate, or review
of the records of two estates re-
cently closed at the Register of
Wills. _____

27. _____ Attendance at one real estate
closing. _____

28. _____ Participation in a complete
incorporation of a new company
or review and digest of a recently
filed certificate of incorporation. _____

29. _____ Complete title search under
supervision. _____

30. _____ Attendance at a hearing of
the Delaware Alcoholic Bev-
erage Control Commission,
Industrial Accident Board,
or other administrative
agency. _____

* * * * *

I, _____, hereby certify that I have
completed a clerkship in the State of Delaware under the supervision of a Delaware
attorney aggregating substantially full-time service for at least five months' duration
in full compliance with Delaware Supreme Court Rule 52 (a) (8) and have
completed all of the items so indicated on this Law Clerk Schedule.

Signature

Date

I, _____, preceptor for
_____, an applicant for admission to the Bar
of the State of Delaware, do hereby certify pursuant to the Board of Bar Examiners
Rule BR-10 (d)(2) that said applicant has served a clerkship in the State of
Delaware, aggregating substantially full-time service for at least five months'
duration in full compliance with Delaware Supreme Court Rule 52 (a) (8) and has
completed the items indicated on the Law Clerk Schedule.

Signature of Preceptor

Date